

ACTION BY: Regional Directors
Special Nutrition Programs

SOURCE CITATION: Sections 225.4(k), 225.9(e)(6), add 225.9(f)

Health Inspection Contracts - ROAP States
for the Summer Food Service Program

In the Food and Nutrition Service Regional Office (FNSRO) administered programs, health inspection contracts for less than \$10,000 will be approved by the contracting officer for the Region, since the Regional contracting officer is responsible for initiating a purchase order or other instrument for reimbursement of the appropriate health agency.

Health inspection contracts of \$10,000 or more must be processed by the Administrative Services Division (ASD), Washington. In order to process these contracts expeditiously, ASD requires a Request for Contract. The Request for Contract will contain the following information:

1. Proposed title of the project.
2. Name, address and telephone number of the Contracting Officer Representative.
3. Estimated cost and level of effort (attach independent government cost estimate).
4. Estimated period of performance.
5. List of proposed contractors.
6. Recommended type of contract.
7. Statement of work (see requirement for content below).
8. Required clearances (provide justification if noncompetitive procurement is proposed).
9. Technical evaluation criteria.
10. Funding document (FNS 214 or AD 700) fully executed.

DISTRIBUTION: 5,6,11,14	MANUAL MAINTENANCE INSTRUCTIONS: New Instruction. Insert in Manual. Destroy SFSP Policy Memorandum No. 1.	RESPONSIBLE FOR PREPARATION AND MAINTENANCE: CS-100	Page 1 2-4-83
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All work statements should contain the following sections:

1. Purpose of the project.
2. Background of the project.
3. Any references.
4. Scope of work.
5. Estimated Quantity of:
 - a. Pre-approval evaluations and reports.
 - b. Facility and site evaluations and reports.
 - e. Follow-up evaluations and reports.
 - d. Meal laboratory examinations and reports.
 - e. Bacteriological analysis (if applicable).
 - f. Travel (if applicable).
6. Any other tests required, i.e., food poisoning.
7. Frequency at which the contractor is required to evaluate feeding sites, food preparation facilities, and meal laboratory exams, e.g., "At least once during the period of Program operations, the contractor shall review locations at which meals will be served."
8. Delivery of Reports - number of copies required, to whom the copies should be submitted, and the frequency of the reports.
9. Any other special considerations.

Please send the above information regarding contracts of \$10,000 or more to the Contracting Officer, ASD, by April 1, 1983. If you have any questions regarding these contracts, you may call the contract office at FTS 756-3250.

Requests for payment on contracts \$10,000 or more, together with a statement that services have been received and are acceptable for payment, should be submitted by FNSRO's to the:


Contracting Officer
Food and Nutrition Service
Administrative Services Division
Room 903
3101 Park Center Drive
Alexandria, VA 22302

FNS INSTRUCTION 792-3

Once approved, ASD will forward the request for payment to the Regional Servicing Finance Office (SFO) via the Accounting Division at Headquarters. A copy of the request will also be sent to the Allowance Holder.

FNSRO Contracting Officers are responsible for final approval of contracts negotiated with health inspection agencies when the contract amount is less than \$10,000. The Regional Contracting Officer (RCO) is also responsible for final approval of contracts negotiated with health inspection agencies when the contract amount is less than \$10,000. In addition, the RCO is also responsible for initiating purchase orders for approved contracts and transmittal of vouchers directly to the SFO for payment of these contracts.

It is not appropriate to finalize any contracts until FNSRO Management Administration Plans have been approved and the Allowance Holders have been notified of the authorized amount of health inspection funds. When food Program administration monies are used to pay for health inspection contracts, the vouchers shall be sent directly to the USDA, National Finance Center, P.O. Box 60000, New Orleans, LA 70160.



Robert E. Leard
Acting Administrator